

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 6 Chapter 11 Ballots

This procedure demonstrates the steps to file a ballot in the CM/ECF system.

- STEP 1 Click **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display.
- ◆ Click **Plan**.
- STEP 3 The **Case Number** screen will display.
- ◆ Enter the complete case number. Click **Next**.
- STEP 4 Verify the identity of the case. Click **Next**.
- STEP 5 The **File a Plan** screen will display.
- ◆ Verify the case name and case number. If incorrect, use the browser's back button to return to prior screens.
 - ◆ Click on the drop down list to reveal the list of motions/applications, or press the "c" key repeatedly until "**Chapter 11 Ballot**" appears. Click **Next**.
- STEP 6 The **Select the Party** screen will display.
- ◆ Scroll through the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
 - ◆ Click to highlight and select the party on whose behalf the document is being filed. **NOTE** - If you wish to select more than one party, such as the debtor and joint debtor, hold the "**Ctrl**" key down and click to highlight the remaining party. Click **Next** if the party is already in the case.
 - ◆ If the party is not already in this particular case, then the party must be added. However, you **must** first search to determine if the party already exists in the court's database. Click **Add/Create New Party** to add a new party to the case.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 6</p> <p style="text-align: center;">Chapter 11 Ballots</p>

- ◆ If the desired party's name and address matches, click **Select Name** from List and proceed to step 8.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor you may search by social security number or tax id number, if known.

NOTE - All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien", "McDonald" or "555-66-7777"
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, several selections might appear in **Party search results**. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, click **Create New Party**.

The screenshot shows a web application interface for searching parties. On the left, there is a 'Search for a party' section with input fields for 'SSN' and 'Last/Business name'. Below these are 'Search' and 'Clear' buttons. Underneath is a 'Party search results' section with a list of search results: 'Ford Motor Credit Company.', 'Ford Motor Credit Company.', 'Ford Motor Credit Company.', and 'Ford Motors Credit Company.'. The first result is highlighted. At the bottom of this section are two buttons: 'Select name from list' and 'Create new party'. To the right of the search results is a pop-up window titled 'Person Address - Microsoft Internet Explorer'. This window displays the address for 'Ford Motor Credit Company': '543 Motor City Ln', 'Detroit, MI 21668'.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 6</p> <p align="center">Chapter 11 Ballots</p>

- STEP 7** The **Party Information** screen will display - In our example Ford Motor Credit Company is listed in the court's database, but the corresponding address does not match the creditor. Therefore the creditor must be added. See Chapter I, Section 3 for entering data in accordance with Style Guide Instructions. Select them, then Click **Submit** (see below).

Party Information

Last name required First name required

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1 c/o attorney's name

Address 2 required Address 3

City required State Zip required

County Country

Phone Fax

E-mail

ProSe no Role Creditor (cr:cr)

Party text

CRITICAL ISSUES - *YOU MUST SELECT THE CORRECT ROLE TYPE.
***THE ADDRESS FOR THE CREDITOR MUST BE C/O THE ATTORNEY.**

- STEP 8** After selecting or creating the party in the case, the name will be highlighted in the **Select the Party** screen. Click **Next**.
- STEP 9** Click on the check box to establish a link between the party and yourself, if needed. Click **Next**.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

- STEP 10** The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 6</p> <p align="center">Chapter 11 Ballots</p>

- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 11 The **File a Plan** screen will display. Enter the appropriate information. Click **Next**.

File a Plan:
[04-11299-RAM Marshall's Gallery](#)

Select the Disposition of the Ballot Below:

☐ Accepts
☐ Rejects
☒ Unmarked

STEP 12 Disposition of the Ballot screen will display. Enter the appropriate response. Click **Next**.

File a Plan:
[04-11299-RAM Marshall's Gallery](#)

Class in Plan:

Amount:

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 6 Chapter 11 Ballots

STEP 13 The **Docket Text: Modify as Appropriate** screen will display.

- ◆ For this example, a blank field for a supplemental entry with a prefix drop down list is available to add more detail to the docket text but is not required. **NOTE** - You may also type the first letter of the prefix to immediately move through the list of prefixes that begin with a particular letter. Click **Next**.

Docket Text: Modify as Appropriate.

Chapter 11 Ballot ACCEPTING Plan. (Class in Plan: A; Amount: 300.00)
Filed by Creditor Sam's Photos (Shuler, Pam)

Next Clear

STEP 14 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Chapter 11 Ballot ACCEPTING Plan. (Class in Plan: A; Amount: 300.00) Filed by
Creditor Sam's Photos (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further
opportunity to modify this submission if you continue.

Next Clear

STEP 15 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.